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GENERAL SERVICES OFFICE CAREER SERVICE BOARD

MINUTES OF NINTH MEETING

3 DECEMBER 1953 - 4:15 P.M.

PRESENT:

Chairman

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- Secretary

1. The meeting was opened by the Chairman by requesting comments and suggestions on a draft of a proposed memorandum written for the signature of the Acting Deputy Director (Administration) to the Deputy Director (Plans), copies of which had been previously distributed to the members of the Board for review. The memorandum received the unanimous concurrence of all members of the Board, with only one change, i.e., that a request be included in the memorandum that the reply thereto contain a list of the positions, by number, type and location, whether departmental or overseas, for which GSO would have responsibility. Such information was felt necessary in order to enable GSO to properly plan rotation of replacements to the field and future assignments for employees returning from the field.
2. The Chairman requested comments as to whether any of the members of the Board thought of any additional questions since the meeting on the previous day which they felt required further clarification. The list of questions prepared as a result of the previous meeting were individually discussed for possible revision and minor changes were made as concurred in by all members of the Board. It was felt that there were additional questions, but that they would more than likely be satisfied by the answers in the general questions included on the list. Therefore, the Board decided the list would be submitted with the minor changes agreed upon.
3. The meeting adjourned at 5:15 P.M.

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Secretary

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APPROVED

Chairman, GSO Career Service Board

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QUESTIONS DEVELOPED BY GSO CAREER SERVICE BOARD

AT MEETING HELD AT 2:30 P.M. 2 DECEMBER 1953

1. Is there a written agreement between the DD/A and the DD/P with respect to the responsibility of the former for supplying qualified personnel for administrative positions in the departmental and field activities? Will a similar agreement be reached with the Assistant Director for Communications, the Director of Training, and the DD/I?
2. Certain GSO activities in the fields of Records Management, Machine Records, and Printing and Reproduction in the departmental area are somewhat in competition with respect to similar personnel in other activities of the Agency. This is particularly true in the machine records activity of OCD and the Contact Division, OC; the printing and photographic activities of TSS; and the library and records personnel of OCD and RI, PI. How will this problem be handled from a career service point of view?
3. Should there be a uniform Agency policy with respect to the number of times an employee may refuse an overseas assignment? Also, under what conditions may an employee refuse an overseas assignment? The lack of uniformity among Career Service Boards in this respect could lead to inequities and undesirable competition for personnel.
4. What disciplinary action, if any, will Career Service Boards take against an employee who consistently refuses to accept overseas assignments without adequate reasons? This will become a problem particularly where personnel are promoted with the understanding that they will accept overseas assignments. Such cases may involve reductions in grade, reassignments, and the like, which, without an Agency policy, may also result in employee appeals as a result of disciplinary action.
5. What is the tenure of service overseas to be required of any employee? How many overseas assignments may an employee be required to accept, and at what point may he refuse to accept such assignments? There is a need for uniformity and Agency policy in this respect.
6. The recent responsibility undertaken by administrative activities with respect to supplying personnel for overseas duty involves a number of administrative considerations. To what extent does flexibility with respect to funds, personnel ceilings, and classification exist in order that administrative offices may be in a position to continually supply overseas personnel without seriously affecting their ability to support departmental activities? The lack of such administrative flexibility would seriously impair the ability of administrative offices to carry out their obligations under the Career Service Program.
7. Career service planning and fulfillment of such plans will largely depend on the extent to which the Administrative Office Chiefs control the Tables of Organization of field activities. The responsibility, of course, must be joint, but if Chiefs of Stations change T/O's and grades without the concurrence and knowledge of the Administrative Office Chiefs, career service could be seriously impaired thereby. What consideration will this phase of the career management program be given?

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